

Pollution Prevention Tracking and Reporting System

Fiscal Year 2006 Data Entry Guidance



U.S. Department of Energy

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1. Pollution Prevention Performance Reporting Under Executive Order 13101, Executive Order 13148, and the OMB Environmental Stewardship Scorecard

This Data Entry Guidance has been developed to assist DOE elements in submitting their site, facility, or program office information to the Pollution Prevention Tracking and Reporting System (PPTRS). DOE maintains the PPTRS to collect data needed to prepare the Department's required annual progress reports under Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition*, and EO 13148, *Greening the Government Through Leadership in Environmental Management*. DOE also uses PPTRS data to prepare Pollution Prevention Performance Summaries for DOE Program Offices. The Department's EO reports and P2 Performance Summaries are available at <http://www.eh.doe.gov/p2/reports.html>. In addition, DOE uses the system for performance reporting under the Office of Management and Budget (OMB) Environmental Stewardship Scorecard. Information about the scorecard is available at <http://www.eh.doe.gov/oepa/leadership.html>.

Starting October 2, 2006, authorized users will be able to access the PPTRS through the DOE P2 website in order to enter site specific data for the annual reports. **Sections 2 and 3** of this document provide guidance for entering data into the Pollution Prevention Performance Database and the Environmentally Preferred Purchasing (EPP) database, respectively. These instructions also are posted on the DOE P2 website. Timelines for electronically reporting site data for inclusion in the annual reports are shown in **Table 1**.

Table 1. Pollution Prevention Tracking and Reporting System - Data Entry Timelines

Activity	Date
Website opens for data entry	October 2, 2006
Sites complete entry of Pollution Prevention Performance Database report data (Awards/Accomplishments, recycling, and waste generation)	December 1, 2006
Sites complete entry of Environmentally Preferable Purchasing data	December 1, 2006
Program Offices select P2 Best in Class Awards	December 15, 2006

Access to the PPTRS is restricted to authorized users. If you need assistance with obtaining access to the system or recovery of lost passwords, contact the **ES&H Information Management Center at esh-infocenter@eh.doe.gov or (800) 473-4375**. Please specify the user's name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

All data entered into the PPTRS should receive a quality assurance check being finalized for analytical and reporting purposes. Specific details of the QA process are left to the sites and PSOs to establish. Once the data has been finalized by the site and/or PSO reviewer it will be converted into a "read only" data report which will then be open to general review without password protection.

1.1 Regulatory Drivers

Executive Orders: EO 13101, *Greening the Government through Waste Prevention, Recycling and Federal Acquisition*, and EO 13148, *Greening the Government through Leadership in Environmental Management*, require Federal agencies to submit annual reports on their progress in achieving the goals of the EOs to the Office of Management and Budget (OMB), the Office of the Federal Environmental Executive (OFEE), and the Environmental Protection Agency (EPA).

OMB Scorecard: In 2006, OMB instituted a new series of scorecards to evaluate the performance of Federal agencies in the areas of Environmental Stewardship, Energy Efficiency, and Transportation. The PPTRS supports Departmental obligations to OMB under the Environmental Stewardship Scorecard.

DOE Orders: DOE Order 450.1, Chg. 2, *Environmental Protection Program*, requires the Agency Environmental Executive (AEE) to prepare annual progress reports based on input from Departmental elements. DOE Manual 231.1-1A-Change 1, Environment, Safety and Health Reporting Manual, instructs DOE sites to annually report data on pollution prevention activities based on instructions issued by the AEE.

Legislation: Section 6002 of RCRA provides a mechanism to increase government purchasing of recycled products. This aspect of Environmentally Preferable Procurement (EPP, formerly referred to as Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. Similarly, section 9002 of the Farm Security and Rural Investment Act establishes requirements for Federal Agencies to purchase biobased products designated by the Department of Agriculture.

1.2 How to Enter the Pollution Prevention Tracking and Reporting System

Only authorized users are permitted to access the PPTRS. You must have a user name and password to enter or view data on the system. To obtain a new user account, or for assistance with existing accounts, contact the **ES&H Information Management Center** at esh-infocenter@eh.doe.gov or (800) 473-4375. Please specify the user's name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

Note: Expect 1-2 business days for the creation of a new account. All new account requests must be approved by Headquarters P2 staff.

Each user account is created with specific rights, allowing users to perform data entry tasks only for sites with which they are affiliated. After entering your username and password, the system will open up the data entry screen for your site. If you have access to multiple sites, your initial screen will list all of those sites for which you have access. Select the appropriate site by clicking on "Select" next to the site's name.

Note: If you are responsible for only one site, a list of sites will not be seen.

The PPTRS has been redesigned to require completion of a "Site Profile" before any other data may be entered into the system. When logging into a site for the first time, the PPTRS will require you to complete the Site Profile section before accessing other functions of the database (see Sections 2.2 and 3.2 for more information on the Site Profile). Once the Site Profile has been completed for that site, you will see the "Data Collection Menu" after logging into the PPTRS.

1.3 Changes to the Pollution Prevention Tracking and Reporting System

In 2005, the Department promulgated new P2 goals in DOE Order 450.1, Chg 2. Attachment 3 of this order established new performance-based Pollution Prevention and Sustainable Environmental Stewardship goals, objectives, and strategies that advance the pollution prevention and EMS provisions of EO 13148. The new goals supersede the pollution prevention goals and objectives that were developed in 1999 and expired at the end of 2005. The strategies listed in the updated Order for achieving the new goals are to be considered for inclusion in DOE site EMSs as applicable or otherwise appropriate, and are largely incorporated into the revised PPTRS.

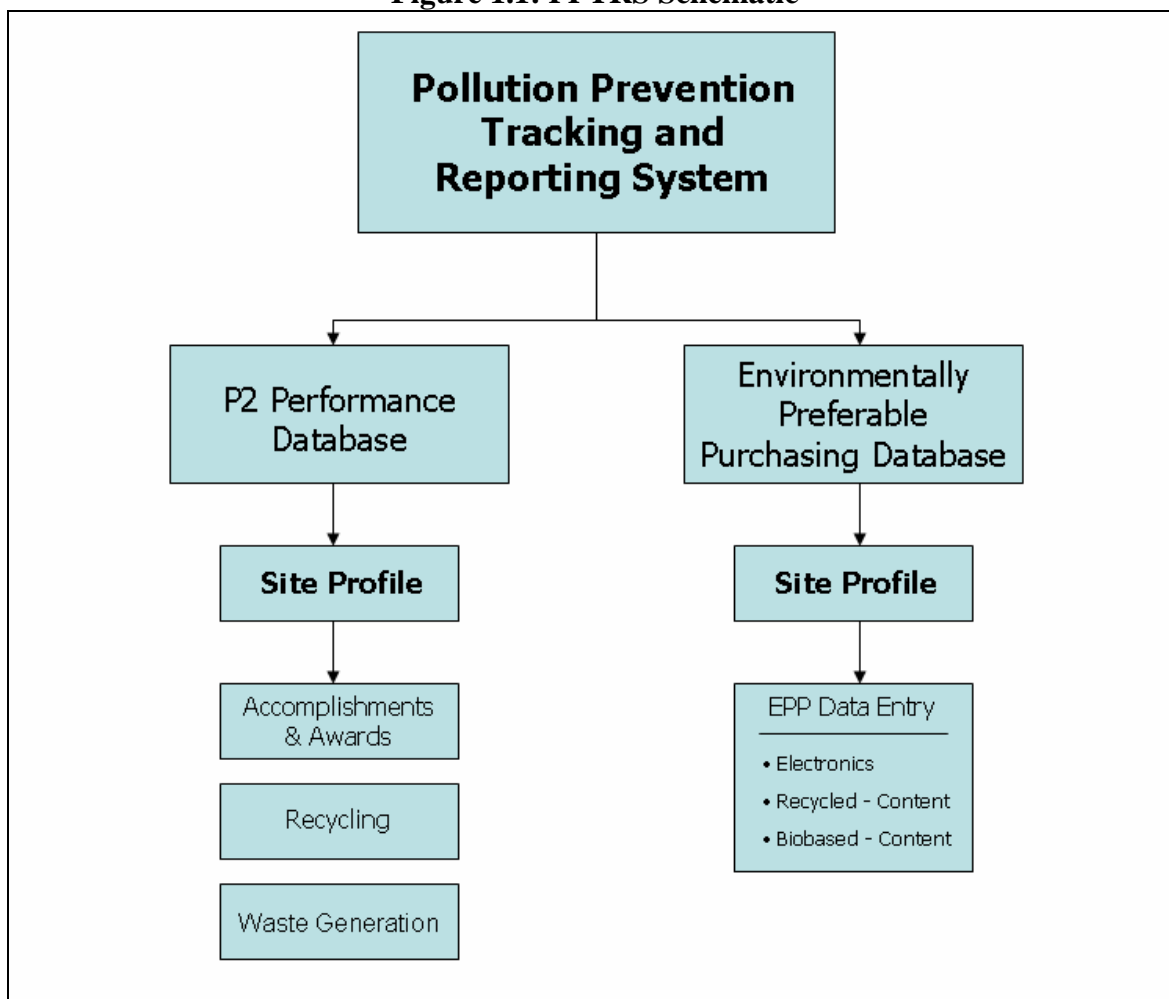
For FY 2006 reporting, DOE Headquarters will no longer include waste generation data as part of its annual EO 13148 report, and therefore will no longer require entry of waste generation data. However, some sites are required by their PSOs to track waste generation. Each site should verify

with their PSO as to whether they should enter FY 2006 waste generation data into the Waste Generation section of the P2 Performance Database. **Note that sanitary waste generation data is still required in the Recycling portion of the P2 Performance Database to fulfill agency reporting requirements under EO 13101.**

The following changes have also been made to the Pollution Prevention Tracking and Reporting System (see Figure 1.1 for a schematic of the new system):

- The P2 Awards database has been merged with the Waste Generation database to form the P2 Performance Database. Award nominations are now combined with Accomplishment reporting.
- The Site Profile portion of the P2 Performance Database now tracks the P2 performance measures and strategies.
- The Site Profile portion of the EPP Database tracks EPP performance measures and strategies.
- The life-cycle analysis worksheet is no longer part of the Accomplishments data entry requirements.
- The P2 Performance Database tracks computer and electronics recycling in greater detail than before.
- The EPP database tracks biobased and EPEAT-registered electronics purchases.
- The PPTRS performs real-time validation of submitted data.

Figure 1.1: PPTRS Schematic



2. FY 2006 Pollution Prevention Performance Database

2.1 Introduction

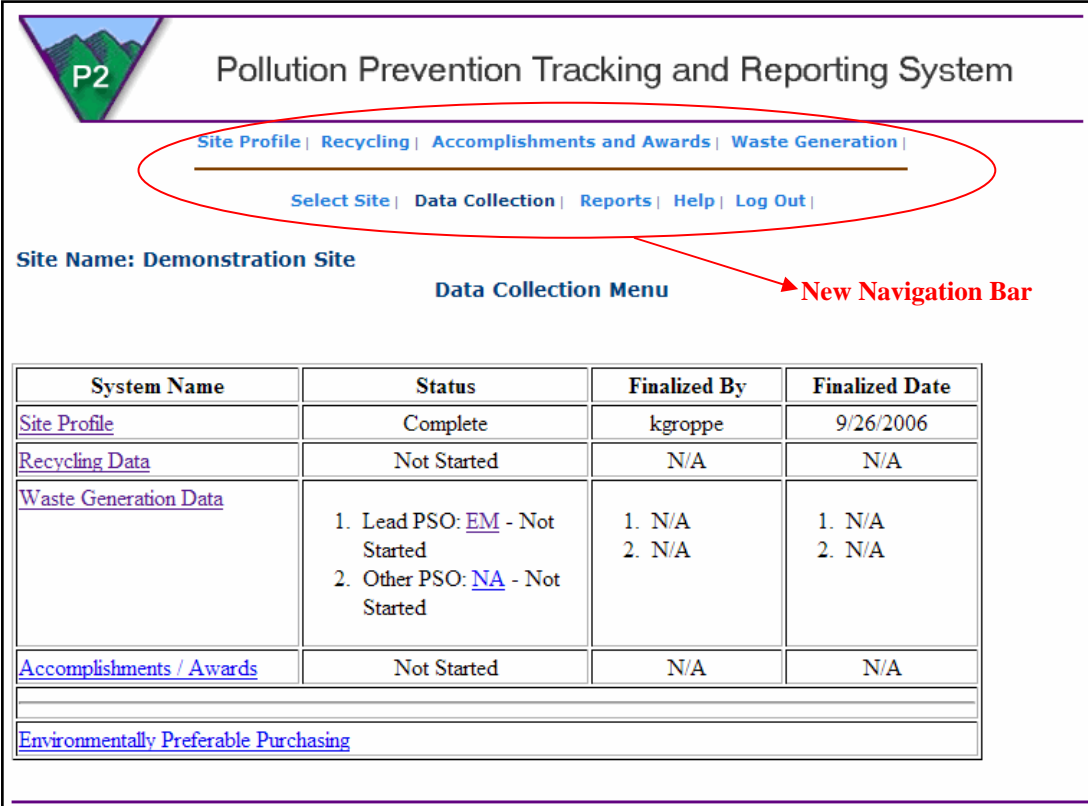
The P2 Performance Database (formerly known as the Waste Generation Database) contains 4 sections:

- Site P2 Profile
- Accomplishments/Awards
- Recycling and Sanitary Waste Data
- Waste Generation Data (as required by PSO)

To enter data, you must log on to the PPTRS. After you have logged on (and selected a site, if you are responsible for multiple sites), you may choose to enter the P2 Performance Database or the EPP Database.

As shown in Figure 2.1, a new navigation menu bar is provided as part of the re-designed database. This navigation bar is present throughout the P2 Performance database, and allows for easy transition between sections of the database. The navigation bar is “activated” upon completion of the Site P2 Profile portion of the Database. The navigation bar includes a new “Help” feature that provides links to section-specific support, the data entry guidance document, and contact information for additional support.

Figure 2.1: Data Collection Menu



Pollution Prevention Tracking and Reporting System

[Site Profile](#) | [Recycling](#) | [Accomplishments and Awards](#) | [Waste Generation](#) |

[Select Site](#) | [Data Collection](#) | [Reports](#) | [Help](#) | [Log Out](#) |

Site Name: Demonstration Site

Data Collection Menu

System Name	Status	Finalized By	Finalized Date
Site Profile	Complete	kgroppe	9/26/2006
Recycling Data	Not Started	N/A	N/A
Waste Generation Data	1. Lead PSO: EM - Not Started 2. Other PSO: NA - Not Started	1. N/A 2. N/A	1. N/A 2. N/A
Accomplishments / Awards	Not Started	N/A	N/A
Environmentally Preferable Purchasing			

2.2 Site P2 Profile

For FY 2006, the Site Profile has taken on a more prominent role in the data call process, serving as the main capture location for the P2 performance measures (see Figure 2.2). To enter your site's P2 Profile, select "P2 Profile" from the Data Collection menu, then select the appropriate site from the drop-down menu. **The Site Profile portion must be completed before data may be submitted in any other portion of the P2 Performance database.** The site profile can be saved and edited at a later date. The database performs real-time validation of the data. The system will not let you submit the Site P2 Profile until all the required fields are completed.

Figure 2.2: Site Profile

The screenshot shows the 'P2' logo in a green triangle on the left. The main title is 'Pollution Prevention Tracking and Reporting System'. Below the title is a navigation bar with links: 'Site Profile | Recycling | Accomplishments and Awards | Waste Generation |'. Below this is another navigation bar: 'Select Site | Data Collection | Reports | Help | Log Out |'. The main content area is titled 'Demonstration Site' on the left and 'Site Information:' in the center. Under 'Site Information:', there is a 'Site Name' field with the value 'Demonstration Site'. Below that is a 'Lead PSO' dropdown menu with '--Select-' as the current selection. To the left of the dropdown is the text 'Other PSOs with reportable activities at this site:'. The dropdown menu is open, showing a list of options: '--Select-', 'EE', 'EM', 'FE', 'LM', 'NE', 'NA', 'PM', 'RW', and 'SC'. To the right of the dropdown is a note: 'Note: Please keep holding the CTRL key to make a multiple selection.' Below the 'Site Information' section is the 'DOE Point of Contact Information:' section. It contains three fields: 'DOE Point of Contact:', 'DOE Phone #:', and 'DOE Email Address:'. The 'DOE Phone #' field has a red text hint: '(nnn) nnn-nnnn or nnn-nnn-nnnn'.

2.3 Site Wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting

The primary change to the recycling section of the PPTRS is the addition of a computer/electronic recycling area in a format compatible with the Federal Electronics Challenge (FEC) reporting requirements.

Apart from the creation of a separate area for electronics, the data entry tasks associated with recycling are largely unchanged. To enter recycling and sanitary waste quantities, select "Recycling Data" from the left side of the main Annual Report Data page. Table 2 provides the reporting categories for waste recycling and/or reuse, which are to be reported in metric tons:

Table 2: Recycling Reporting Categories

<u>Paper Products:</u> <ul style="list-style-type: none"> ▪ Office and mixed Paper ▪ Corrugated Cardboard ▪ Phone Books ▪ Newspapers/Magazines 	<u>Other Items:</u> <ul style="list-style-type: none"> ▪ Antifreeze ▪ Engine Oils ▪ Toner Cartridges ▪ Batteries ▪ Tires ▪ Food Waste ▪ Concrete/Asphalt ▪ Glass ▪ Fluorescent Bulbs ▪ Ballasts ▪ Plastic ▪ Styrofoam ▪ Transformers ▪ Wood (Chips, Compost, Lumber) ▪ Other recycled materials (such as paint, furniture, appliances, pallets, equipment, fill material)
<u>Scrap Metals:</u> <ul style="list-style-type: none"> ▪ Stainless Steel ▪ Copper ▪ Iron/Steel ▪ Aluminum ▪ Aluminum Cans ▪ Lead ▪ Zinc ▪ Other Scrap Metals (such as mercury) 	
<u>Precious Metals:</u> <ul style="list-style-type: none"> ▪ Silver ▪ Gold ▪ Platinum ▪ Other Precious Metals 	

2.3.1 Electronics Recycling

As part of the changes for FY 2006 reporting, the P2 Performance Database now tracks computer and electronics recycling in more detail. These changes correspond with the reporting required for sites participating in the Federal Electronics Challenge.

As shown in Figure 2.3, each site is asked to report the amount of units recycled/reused, donated, or disposed for monitors, computers, and printers. Please note that the FEC reporting quantities are “units” and not “weight.” Corresponding “weight to unit” conversion factors by category are provided on the data entry screen.

In addition to the FEC questions, sites may still report electronics recycling by “weight” in the appropriate column (see Figure 2.3). This may be necessary if the site does not track the recycling of electronics by category type, or if the site is recycling additional electronics not covered by the FEC.

Figure 2.3 Electronics Recycling

Electronics Recycling:																
<p>Conversion factors: Use the average measures below to convert gross weights into number of units for P2 reporting. These values are used by the Federal Electronics Challenge and authorized by the EPA.</p> <p>CPU - 27 lbs CRT Monitor - 14" - 15 lbs, 15" - 17 lbs, 17" - 25 lbs, 20" - 70 lbs LCD Monitor - 25 lbs Laptop - 7 lbs</p>																
Did your site disposition any mixed electronics (not segregated by type)?				-- Select --												
Please indicate the number of each type of unit processed through the following pathways:																
Desktop Computers with CRT Monitors	Desktop Computers with LCD Monitor	Desktop Computers with no Monitor	Additional Monitors (CRT or LCD)	Laptop Computers												
Transfer or Donate for Reuse:	Transfer or Donate for Reuse:	Transfer or Donate for Reuse:	Transfer or Donate for Reuse:	Transfer or Donate for Reuse:												
0	0	0	0	0												
Sent for Recycling:	Sent for Recycling:	Sent for Recycling:	Sent for Recycling:	Sent for Recycling:												
0	0	0	0	0												
Sent for Disposal:	Sent for Disposal:	Sent for Disposal:	Sent for Disposal:	Sent for Disposal:												
0	0	0	0	0												
<p>If your site did not segregate electronics by product type prior to disposition, please indicate the gross weight sent to each of the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">Transfer or Donate for Reuse:</td> <td style="padding: 5px; text-align: center;">0</td> <td style="padding: 5px;">mt</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sent for Recycling:</td> <td style="padding: 5px; text-align: center;">0</td> <td style="padding: 5px;">mt</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Sent for Disposal:</td> <td style="padding: 5px; text-align: center;">0</td> <td style="padding: 5px;">mt</td> <td style="padding: 5px;"></td> </tr> </table>					Transfer or Donate for Reuse:	0	mt		Sent for Recycling:	0	mt		Sent for Disposal:	0	mt	
Transfer or Donate for Reuse:	0	mt														
Sent for Recycling:	0	mt														
Sent for Disposal:	0	mt														

2.3.2 Sanitary Waste

Sanitary waste quantities are reported beneath the recycling categories. Sanitary waste, as defined by EPA, consists of unwanted materials, such as trash, that are generated by normal housekeeping activities and are not hazardous, radioactive, or covered under the Toxic Substance Control Act (TSCA). Sanitary wastes are regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle D. For purposes of certain DOE reporting, sanitary waste reporting will also include discarded non-hazardous construction materials and demolition debris such as scrap metal, asphalt and concrete. Thus, these items must be recorded separately. Sanitary waste must be reported as "Routine" or "Non Routine." See Section 2.5 for definitions of routine and non-routine.

2.4 P2 Program Accomplishment and Award Reporting

DOE operates nearly 50 sites with a wide variety of missions and characteristics. Despite the diversity of DOE sites, many activities or functions are similar throughout the DOE Complex. DOE therefore seeks to identify those P2 practices or processes that can be implemented at other sites. A central feature of DOE site environmental management systems, as described in DOE O 4501., Chg. 2, is continuous improvement based on lessons learned from past experience. In order to disseminate effective methods on how to reduce waste, DOE Headquarters manages agency-wide awards programs and produces annual reports and best practices summaries to share both within and outside the Department.

For FY 2006, the reporting process for Accomplishments and Awards has been combined. The same data entry screen is used to describe an Accomplishment and to submit a nomination for White House Closing the Circle (CTC) and P2 Star Awards. Both Accomplishments and Awards will be reported according to the CTC categories, which are as follows:

- Green Purchasing - the purchase and use of recycled content, environmentally preferable, or biobased products.
- Waste/Pollution Prevention - source reduction practices related to the generation of nonhazardous solid wastes or hazardous wastes or pollution
- Recycling - collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion)
- Environmental Management Systems - effective and innovative programs to implement environmental management systems
- Sustainable Design/Green Buildings - innovative Federal government sustainable design and green building projects.
- Alternative Fuels and Fuel Conservation - programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use.
- Electronics Stewardship - effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally safe manner.

More detailed descriptions of the CTC nomination categories and criteria are provided in Appendix A of this document.

All project descriptions submitted will be labeled as Accomplishments. Each site can submit as many Accomplishments as desired, if they meet the following criteria:

- Contribute to achieving the DOE P2 goals; and
- Reduce life cycle cost and/or the liability of mission related activities

If an Accomplishment is deemed outstanding by the site, it can be submitted as an Award nomination for consideration for Best In Class and P2 Star Awards. The Best in Class Award selections are the source for DOE submissions to the White House Closing the Circle Awards and the DOE P2 Star Awards.

- The Closing the Circle Awards recognize Federal facilities and employees for innovative practices and programs that have improved environmental performance and conditions at Federal facilities.
- The DOE P2 Star Awards recognize innovation and/or excellence in pollution prevention and environmental sustainability stewardship efforts within the Department and are selected from the Best in Class Awards by an independent panel.

For both Awards, work done in Fiscal Year 2006 will not be evaluated until 2007; thus, they will be termed 2007 Awards.

2.4.1 P2 Awards Criteria

The DOE Pollution Prevention Awards are open to all pollution prevention projects and practices

performed by DOE employees, sites, facilities, programs, and contractors. Self nominations are accepted. The activity nominated for a P2 Award must:

1. Have been completed or performed in Fiscal Year 2006, and
2. Have been funded:
 - a) by DOE; or
 - b) under a contract or subcontract ultimately funded in large part by DOE; or
 - c) under contract with or directly by another U.S. Government agency and have significant positive effects benefiting DOE.

2.4.2 Accomplishments/Awards Data Entry

Follow these steps to enter an Accomplishment/Award:

1. Enter the Accomplishment: The nominator logs onto the P2 Accomplishments website and fills in the required Accomplishment data (see Figure 2.4), including the project's name, the project's category, a brief description of the project, and relevant contact information. Information can be saved in draft form, allowing nominators to log out of the system without losing the entry.
2. Award Nominations: To nominate the accomplishment for P2 award consideration, select "yes" from the drop-down menu at the bottom of the accomplishments page. Awards require more contact information, and you will be asked for information about the nominator, federal point of contact, and nominated individual or group. Award nominations also typically contain more extensive descriptions and supporting documentation. This supporting information may be typed or pasted directly into the database using the text editor tool, or may be attached to the nomination form in one or more separate files. (The system will support up to five attached files per award nomination.) The additional files may contain multiple supporting images, graphics, or data, as well as text. The website provides instructions for attaching a file.
3. Save Options: You can either save a nomination as Draft (allowing you to continue to work on it again in the future) or you can save it as Final (locking it from future edits). Only nominations saved as Final will be considered for P2 awards.
 - a. To save the nomination as a draft, click "Save" without clicking on the checkbox indicating that the nomination is final. To edit your draft, select "Edit/View Nominations" from the P2 awards page.
 - b. To submit the nomination as Final, check the box indicating that the document has been finalized at the bottom of the nominations page, then click on "Save." Once a nomination has been saved as final, no further edits may be made. Please make sure that the nominations have undergone the appropriate level of review prior to finalizing them.

Figure 2.4: Accomplishments/ Awards Data Entry

The screenshot shows the 'Accomplishment Information' section of the P2 system. At the top, there is a navigation bar with links: Site Profile | Recycling | Accomplishments and Awards | Waste Generation |. Below this is another set of links: Select Site | Data Collection | Reports | Help | Log Out |. The main content area is titled 'Site Name: Demonstration Site' and 'Accomplishment Information:'. It contains several form fields: 'Name of Activity:' (text input), 'Category:' (dropdown menu with '--Select--'), 'PSO:' (dropdown menu with a downward arrow), 'Description:' (text input with a 'Start spellchecking...' link), 'Were Costs Avoided by this project?' (dropdown menu with '-- Select --'), 'Was waste generation avoided by this project?' (dropdown menu with '-- Select --'), and 'Is this activity being nominated for P2 Star and Closing the Circle award consideration?:' (dropdown menu with '-- Select --'). A red asterisk note states: '* Award nomination will be enabled by selecting "Yes"'. At the bottom, there are three buttons: 'Check Validation', 'Save', and 'Finalize'.

4. The site P2 Coordinator screens all nominations for eligibility, verifies the nomination authenticity (i.e., is the nominated project/practice description accurate and completed or performed during the prior year, etc.), and secures site management endorsement of the nominations. The site P2 Coordinators must verify the eligibility of all entries received, secure site management endorsement, post all eligible/endorsed nominations as Final on the DOE P2 website, and notify their Program Office/Administrator by **December 1, 2006**.
5. The Program Offices/Administrators use the criteria outlined in this document to select their respective Best in Class Award recipients from the site nominations by **December 15, 2006**. The DOE P2 web site will list the Best in Class Award recipients.
6. Headquarters will prepare and submit the Best in Class Award recipients as DOE's nominations to the White House Closing the Circle Award competition by **January 31, 2006**.
7. Headquarters will also submit the Best in Class Award recipients to an independent selection panel that will select the DOE P2 Star Awards by **January 31, 2006**, using the P2 Star award criteria.

Security procedures: Nominators must follow site specific protocols for participation in the awards program, for security review, and/or coordination of information being posted on the DOE P2 web site.

Check with the site P2 Coordinator to determine site specific requirements and timelines before attempting to submit a nomination.

2.5 Waste Generation (As required by PSO)

When entering waste generation data it is important to note that there are two separate categories of waste reporting: routine waste and nonroutine waste. Nonroutine wastes are those associated with cleanup and stabilization of legacy waste. Routine operations wastes are those associated with all other site activities (e.g., waste from national security operations, scientific research, program administration, site infrastructure, and maintenance and refurbishing of facilities in standby status (Source: Department of Energy *Executive Order 13148 Annual Progress Report for FY 2003*). These waste categories need to be kept distinct for comparison to past reported quantities.

To enter waste quantities, select “Waste Generation Data” from the left side of the main Annual Report Data page. Separate entries are required for each PSO that generated wastes at the site. The system may prompt you to provide an explanation/discussion for generation amounts reported for FY 2006 which differ by greater than plus or minus 20% from the site’s FY 2005 reported amounts. Please note that the PPTRS will automatically convert all into either cubic meters or metric tons, as appropriate, regardless of the unit selected during data entry. The database performs this conversion as it saves the data.

The following waste types should be reported as “Routine” or “Non Routine” in liquid or solid forms by each program office on site. These categories will subsequently be combined with other sites into program office totals:

- High Level
- Transuranic
- Mixed Transuranic
- Low Level Radioactive
- Low Level Mixed (Radioactive and Hazardous)

The following waste types should be reported as Hazardous Waste from “Routine” or “Non Routine” operations:

- RCRA Regulated
- State Regulated (industrial waste)
- TSCA Regulated
- Mixed TSCA

3. FY 2006 RCRA and EO 13101 Environmentally Preferable Purchasing Data Entry Guidance

3.1 Introduction: Covered Products

Section 6002 of RCRA provides a mechanism to increase government purchasing of designated products with recycled content. This aspect of Environmentally Preferable Purchasing (EPP, formerly referred to as Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government’s purchasing power. The Federal Government is the nation’s largest single consumer and is one of the nation’s largest generators of solid waste. Your responses help DOE track its purchases of environmentally preferable products, evaluate the overall effectiveness of DOE’s Environmentally Preferable Purchasing program, and fulfill RCRA reporting requirements. The data collected by this reporting system is used to prepare an annual fiscal year Agency Summary Report, the U.S. Department of Energy Environmentally Preferable Purchasing and Recycling Report, which is

submitted to the Office of Federal Procurement Policy within the Office of Management and Budget, and also to the Office of the Federal Environmental Executive. EPP is also a reporting category in the OMB Environmental Management Scorecard.

The EPP section of the data system also contains reporting on Agency performance in purchasing biobased content products, including those designated by the Department of Agriculture under the Farm Security and Rural Investment Act of 2002. In addition, the system supports collection of information about agency purchases of environmentally preferable electronics, specifically those in the Electronic Product Environmental Assessment Tool (EPEAT) Registry. These changes are further discussed in Section 3.3.

If you have reporting content questions, please contact **Don Lentzen at 202 586-7428 or donald.lentzen@eh.doe.gov**. If you have reporting website questions contact the **ES&H Information Management Center at esh-infocenter@eh.doe.gov or (800) 473-4375**.

3.2 Changes to Reporting Requirements


For FY 2006 reporting, we are continuing optional reporting for biobased content products identified under DOE's Buy Bio Early Adopter Initiative in **Appendix B**. On March 16, 2006, USDA issued a [final rule](#), pursuant to the Farm Security and Rural Investment Act of 2002 and Executive Order 13101, designating the following biobased content products:

- Mobile equipment hydraulic fluid
- Diesel fuel additives
- Penetrating lubricants
- Roof coatings
- Water tank coatings (effective date deferred)
- Bedding/bed linens/towels (effective date deferred)

Biobased purchasing in the first four categories will be required after March 16, 2007. However, we encourage you to track and report your purchases this year.

In addition to the biobased products, the FY 2006 database now tracks purchases of Electronic Product Environmental Assessment Tool (EPEAT) registered products, specifically dollar amount purchased (as shown in Figure 3.3). Tracking these purchases is optional for FY 2006, though we encourage you to begin tracking such purchases this year. More information on EPEAT, along with access to the EPEAT Registry of environmentally preferable electronics, is available at <http://www.epeat.net/>.


Figure 3.3: New Electronic Equipment Purchasing Category



U.S. Department of Energy's
Pollution Prevention (P2) Program

FY 2006 RCRA/EO 13101 Reporting System


Data Entry - Electronic Equipment



NOTE: GSA will provide data for DOE purchases of this product from its stock program. DO NOT include electronics obtained directly from GSA. Only provide amounts for your purchases from other sources (i.e. NONFEDERAL), including GSA schedule contracts.

Indicate the dollar amount of the following Electronic Product Environmental Assessment Tool (EPEAT)-registered products purchased by your organization from NONFEDERAL sources in FY 2006.

Computers and Monitors		
	Dollar Amount	Description
Desktops	\$ <input type="text"/>	<input type="text"/>
Monitors	\$ <input type="text"/>	<input type="text"/>
Notebooks	\$ <input type="text"/>	<input type="text"/>

 Technical questions? E-mail us at: P2support@eh.doe.gov or call ES&H InfoCenter at 800-473-4375

Last updated August 7, 2006

3.3 Log In Process for the Database

The FY 2006 version of the reporting software is similar to the FY 2005 reporting software. Please use the following steps to log in to the reporting software:

- Enter your user name and password. Please contact **ES&H Information Management Center** at esh-infocenter@eh.doe.gov or (800) 473-4375 if you need a user name and password.
- Choose your **site name** from the drop down list on the **Log in Page** of the reporting site.
- Select **Access Report**

Once logged into the system, the user will be presented with the Main Menu, as shown in Figure 3.4.

Figure 3.4: EPP Main Page

3.4 Data Entry

3.4.1 Site EPP Profile

For FY 2006, the Site EPP Profile has taken on a more prominent role in the EPP data call process, serving as the main capture location for the EPP performance measures, similar in nature to the Site P2 Profile of the Pollution Prevention Performance Database. The site profile can be saved and edited at a later date. Unlike the Site P2 Profile, the system does not require the user to complete the Site EPP Profile prior to being able to enter other EPP data. To complete the Site EPP Profile, simply select “Site EPP Profile” from the menu as shown in Figure 3.4.

3.4.2 Input Data

EPEAT Registered Product Purchases

In FY 2006, the database will begin tracking Electronic Product Environmental Assessment Tool registered product purchases (see Figure 3.3). The input screen allows the user to enter data pertaining to the purchase of desktops, monitors, and laptops. For each category, please provide the amount purchased with a description of what was specifically purchased. Please note this reporting is simpler than the required recycled content purchasing.

Designated Recycled Content Products – RCRA 6002/EO13101

DOE is required to report on our FY 2006 purchases of the items currently on the Comprehensive Procurement Guidelines (CPG) listing on EPA’s website at <http://www.epa.gov/cpg/products.htm>. Reporting of recycled content products is largely unchanged from previous years.

Each CPG-listed item links to a page where you will answer Office of Management and Budget (OMB) report questions and report on FY 2006 purchases for the designated item. To enter data for an item, click on one of the items listed on this page. Each page contains a link to a “Help” page that provides instructional guidance for the individual item.

The Total Dollar Amount of an Item is defined as the amount of money your site spent on a particular item. This includes all money spent on items that contain recovered materials, as well as the total amount of the items purchased that are made from virgin materials.

The Total Dollar Amount of an item containing recovered materials is defined as the amount your site spent on a particular item containing recovered materials.

Note: The total amount of an item containing recycled content cannot be a subset of the Total Dollar Amount spent on that item. Therefore, the Total Dollar Amount must be greater than or equal to the amount spent on a particular item containing recovered materials.

In addition to data on total purchases and recycled content purchases of designated items, sites must provide justification for purchases of designated items that lack the requisite recycled content. EO 13101 requires that agencies ensure that 100 percent of their purchases of designated products meet or exceed the EPA designated guidelines, unless written justification is provided that a product is not available within a reasonable time frame, does not meet appropriate performance standards, or is only available at an unreasonable price. If your site has purchased less than 100 percent recycled content products for a designated item, you must select the justifications that apply to your situation. If none of the three provided justifications apply to your situation, select “None of the Above.” Also specify the total dollar amount of purchases of designated items made from virgin materials for which there was no justification (unjustified purchases.) The Federal Environmental Executive is interested in the technical impediments to purchasing/using the recycled content item. Accordingly, a text box is provided for a summary of the circumstances preventing the site’s purchase of the designated item 100% percent of the time.

After entering all information for an individual item, you must select the Submit button at the bottom of the Web page to save your information. A series of checks is then made by the reporting software to ensure that the data you entered follows certain rules. If the data does not pass a particular check, a data entry error message will be displayed to explain the problem. You will then be instructed to use the Back button on your Internet browser to correct your data entry problem. For example, an error message would be triggered for any item in which the recycled content purchase amount exceeded the total amount of the item purchased.

After successfully entering an item, the following message is displayed: “The Database has been updated.” You may then select the Return to Items Page button, which will display the Input Data - Designated Items to Report page, or the Print Out Report button, which will send you to the report that displays the data for the item you have entered.

Designated Biobased Content Products – FSRI 9002/EO13101

We are continuing optional reporting for biobased content products identified under DOE’s Buy Bio Early Adopter Initiative (see **Appendix B**). You are asked to provide the dollar amount and description of each biobased content product listed. Please note this reporting is simpler than the required recycled content purchasing.

Appendix A:

Closing the Circle Category Descriptions and Criteria

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
1. Green Purchasing	<p>This category typically recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. However, the Office of the Federal Environmental Executive (OFEE) has recommended that the Green Purchasing category in this year's Closing the Circle Awards focus only on biobased product purchasing. Nominees should demonstrate how they initiated purchases of biobased products through pilot projects, product testing, education and outreach to facility staff, development of solicitation or contract language, etc. Although the award this year will not require that an agency have an affirmative procurement plan for biobased products, there will be a preference for agencies or facilities that have such plans in place. Facilities that have already won CTC awards for their biobased efforts will not be eligible for this year's awards. This category will not include biobased fuels; projects involving biobased fuels should be nominated under the "Fuel Efficiency in Transportation" category. <i>(Awaiting OFEE's official announcement)</i></p>	<p>Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of toxic material or hazardous waste reduced, the increase in quantity and value of bio based products purchased by the facility).</p>
2. Waste/Pollution Prevention	<p>This category recognizes source reduction practices related to the generation of nonhazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 or E.O. 13148.</p>	<p>Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste generation reduced through the change).</p>

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
3. Recycling	This category recognizes outstanding activities including collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through recycling).
4. Environmental Management System (EO 13148)	This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting of raw materials, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making.	Full integration of the EMS into the infrastructure and culture of the site/facility, including management performance, decision making processes, and community involvement and outreach. Consideration should be given to looking for nominations that emphasize measured results, not simply effort, and represent clear examples of ongoing excellence in an active, implemented LCA/ECA system, or an outstanding project planned and implemented using LCA/ECA principles.
5. Sustainable Design/Green Buildings	This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure or project life cycle (i.e., encompass project design, energy efficiency, materials usage, building operations.) Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, level of increase in energy efficiency, reduction in building operation costs, and/or use of environmentally preferable building materials).

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
6. <u>Alternative Fuels and Fuel Conservation</u>	This category recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.	Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.
7. Electronics Stewardship	This category recognizes effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally friendly way.	CTC criteria not issued by time of publication; check http://www.ofee.gov/ for updates.

Appendix B:

DOE's BUY BIO EARLY ADOPTER INITIATIVE

On July 5, 2005, the U.S. Department of Agriculture (USDA) promulgated a Notice of Proposed Rulemaking, “ Designation of Biobased Items for Federal Procurement”, in the Federal Register. This document can be reviewed at <http://www.biobased.oce.usda.gov/files/biobased.pdf>.

On March 16, 2006, USDA issued a [final rule](#) designating the following biobased content products:

- Mobile equipment hydraulic fluid
- Diesel fuel additives
- Penetrating lubricants
- Roof coatings
- Water tank coatings (effective date deferred)
- Bedding/bed linens/towels (effective date deferred)

Purchase of these first four items is not required until March 16, 2007. However, you are encouraged to purchase these products, along with the other items included in DOE's Buy Bio Early Adopter Initiative, and report on your purchases in dollar amounts and types bought.

Product Category	Percent by Weight	Source/Benefits
Adhesives and products containing adhesives: Book bindings Boxes - corrugated Doors Envelopes Labels Lumber (glulam beams, I-joists) Furniture Paper bonds Stamps Sutures Tapes (clear, duct, masking) Windows	70%/adhesive 90%/product	Starch from corn, potatoes, wheat, tapioca, and other plants; casein from skimmed milk; soy protein; soybean oil; vegetable gums; gelatin; livestock derivatives; tannins from woody biomass; and marine animal derivatives Reduce total amount of phenol-formaldehyde and isocyanate-containing adhesives used to bond plywood and other panels
Construction Materials and Composites, including products with adhesives Appliance molded cases, covers Beams - laminated Board – oriented strand Building materials Cabinets Carpet, incl. backing and pad Composites Computers Concrete (starch/vegetable compounds added during setting reduce density) Concrete mold release agents Cushions - foam Dashboards - automotive Fiberboard – medium density Fixtures - store Foam – rigid and soft Furniture Hardboard Insulating foams – rigid for appliances Insulation – fiber and foam Lumber, incl. plastic wood composite Pads – furniture, etc. Panels – nonstructural Plaques - award Plywood Seats - automotive Shingles Siding Signs Tabletops Telephones Trim Trophies Wood – round	85% construction 70% composite 10% molded reinf. 15% insulat. foam 20% mixed	Bamboo, cereal grain straws, corn, polylactides, corn stover, kenaf, guayule, paper, soybean oil polyol, straw, sugar cane bagasse, vegetable fiber, vegetable oil polyesters, wood byproducts (chips, flour, sawdust, shavings)

Product Category	Percent by Weight	Source/Benefits
Inks – Plant and Vegetable (no VOCs) Soy ink (newspapers)	20% forms 10% headset 40% news – black 30% news – color 20% sheet fed 20% specialty	Soybean oil
Landscaping Materials, Compost, Fertilizer Compost Fertilizer Landscaping materials (bark, chips, Mulch)	100% 80% 100%	Biobased coatings, construction materials, fibers, manure, paper, sorbents, straws, woody crops
Lubricants and Functional Fluids 2-cycle engine oil additives for chain saws lawnmowers string trimmers other small machinery Dielectric fluids for transformers Heavy machinery, mobile equipment *Brake fluid *Coolants *Crankcase oil/grease *Hydraulic fluid *Lubricants *Metal working fluid (cutting/drilling oil/lubricant) *Oil – bar, chain, sprocket *Power steering fluid *Process fluid *Transmission fluid Release Agents for Forms Molds	10% crank.oil-h2o 50% crank.oil-air 50% 2-cycle eng. 40% 5 th whl grease 25% auto grease 50% loss lub.-chain 50% turbine lub. 50% penetrating oil 90% gen. purpose 50% hydraulic fluid 20% brake fluid 50% drilling oil 30% metal working 30% stamping 70% concrete rel. 50% metal foundry 70% transformer oil	Animal fat, canola, corn, plant materials, rapeseed, soybean, sun flower
Paints and Coatings Coatings – architectural, marine Corrosion inhibitors Paint Polishes	20% formulated product	Cellulose esthers/ethers, corn, guayule epoxy-amine, linseed oil, soy, soybean oil, wheat, xanthan gum

Product Category	Percent by Weight	Source/Benefits
Sealers – concrete, wood Stains		
Plastics Biodegradeable films Biodegradeable foams Compostable molded products Durable films, coatings Durable foams Molded composites/biobased fibers Molded plastics, comp., biobased resins Synthetic fibers Water soluble polymers	25% 50% 75% 20% 15% 20% 10% 50% 50%	Starch in corn, potatoes, tapioca, wheat
Solvents and Cleaners Carrier solvent for paints, inks, lotions Cleaning – fabric, fruit/vege, paint, etc.	50% formulated 100% concentrate	Crops, livestock
Sorbents Absorb spills (blood, fluids, oil, urine)	90% sorbents 75% sorbent syst.	Corn stover, cotton, cotton linters, kenaf, peanut hulls, vegetable starch, wool